



Director of Grantmaking
JOB DESCRIPTION
September 2023

Location: Bayside or Crescent City, CA; with routine remote and hybrid work structures
Reports to: Departmental Director, Strategy, Program and Community Solutions
Department: Strategy, Program and Community Solutions
Time Commitment: 40 hours/week, Monday-Friday, 8:30a-5:00p, occasional weekends and evenings as needed.
Status; Level: Regular, Exempt; Functional Director
Wage Range: \$71,00-\$80,000 annually depending on experience, plus health benefits, retirement benefits, paid holidays and sick time. \$89,000 annually expected at 1 year of tenure.

About Humboldt Area Foundation + Wild Rivers Community Foundation

Humboldt Area Foundation+Wild Rivers Community Foundation (HAF+WRCF) serve the residents of Humboldt, Del Norte, and Trinity counties in California, and Curry County in Oregon, including the region's 27 Tribal Nations and historically Indigenous territories. This region is made up of 200,000 residents on over 10,000 square miles of land. While culturally and environmentally rich, Northern California and Southern Oregon continue to be economically disadvantaged. Founded in 1972, Humboldt Area Foundation strives to play a unique role, encouraging individuals, organizations and companies to fund important community activities in support of common goals. HAF has current assets of \$163 million and an annual budget of \$18 million.

In 2020, HAF+WRCF adopted a generational vision of a Thriving, Just, Healthy, and Equitable Region. This vision is implemented through four decade-long goals of increasing Racial Equity, Thriving Youth and Families, Healthy Ecosystems and Environments, and a Just Economy. Supporting vulnerable communities is at the heart and action of HAF+WRCF, and for over two decades HAF+WRCF has intentionally focused resources toward historically underserved populations, unheard voices, and those who experience the highest rates of disparities.

HAF+WRCF implements a holistic toolkit of services to ensure we are supporting community needs. This includes capacity building, advocacy and policy work, networking, leadership development, impact investing, community co-design, and leveraging funds, as well as providing grants and scholarships and managing programs and initiatives. Key programs and initiatives include the Native Cultures Fund, Equity Alliance of the North Coast, and the Redwood Region Climate and Community Resilience Hub (CORE Hub). It also deploys emergency response, recovery, and resilience funding and regranteeing through in times of crisis. In addition, HAF+WRCF provides high quality charitable giving services to individuals,

families and businesses and develops deep relationships with financial and professional advisors and provides them with resources to help their clients with planned giving.

Job Description Summary

The Director of Grantmaking oversees, organizes, manages, monitors, and provides direction for the foundation's grant making function. This position directs, supervises, coaches and/or leads the coordination of the day-to-day activities and administration including the organization's grant portfolio, scholarship management and correlating policies and procedures. The position manages, upholds and guides others on a variety of grantmaking structures, processes and procedures. The Director of Grantmaking acts in close partnership and works with the Departmental Director and the VP of Strategy, Program and Community Solutions and with compliance with grants, scholarships, and IRS regulations, trends in the field, and industry best practices and provides highly responsible and complex administrative support.

Job Duties and Essential Functions

Grantmaking and Scholarships

- Oversee the Foundation's grantmaking function and grant and scholarship portfolio (including supporting organization and affiliates) management, staffing, supervision, advisement and coaching, facilitation, decision making, budgeting and allocations, ensuring donor intent, reporting, data analysis and communications.
- Support Departmental Director and VP in ensuring compliance with grants, scholarships, and IRS regulations, and industry best practices.
- Manage, monitor, revise and create various grant and regranteeing structures for the Strategy, Programs and Community Solutions team.
- Foster and demonstrate connection, relationship building, bridging and collaboration between communities, partners and other foundation departments and functions, including Advancement, Measurement Evaluation & Learning, Finance, etc.
- Assist and provide oversight of the grant-related annual audit process.
- Ensure policies, processes and procedures are updated, documented, communicated and implemented.

Strategic Leadership and Staff Management

- Contribute to development of the Foundation's strategic and operational goals and objectives as well as overall management of organization.
- Promote an environment of best practices, learning and growth and ensure HAF+WRCF is continuously improving.
- Provide thoughtful counsel in support of the organization's strategic goals and overall mission.
- Demonstrate core organizational values in performing all duties.
- Maintain respect for shared governance, with strong interpersonal and listening skills and the gravitas and ability to effectively communicate and establish credibility with a wide range of constituency groups, ranging from staff, Board members, funders, donors, and external partners.
- Maintain an open, approachable interpersonal style among peers, staff and others throughout the organization.

- Inspire trust, communicate effectively, and build relationships across all organizational constituencies.
- Work independently with a sense of self-direction and with owning appropriate leadership responsibilities in the organization; ability to be flexible and able to adapt to short and long-term shifts in job duties as the work of the organization changes as it continuously seeks to have greater impact.
- Supports and facilitates a matrixed management approach and ensure cross functional learning and sharing of resources.
- Participate as a member of the Foundation’s Leadership Team actively working to define and embed the values and goals of the foundation into the organization.
- Motivate and lead direct reports and support the direction of other community solutions team members and mentor and support staff across the organization. Ensure a positive and collaborative environment resulting in creation of a high performance and continuous improvement culture which values the contribution of each team member.
- Be a general expert in all areas of operations of grantmaking.
- Ensure adequate cross-training is implemented and maintained for all critical functions.
- Conduct individual performance assessments; facilitate and support growth, training and development of team members.
- Create a learning and collaborative environment where resources are shared and in best service to the community.

Minimum Qualifications

- 3 years’ experience in grantmaking or philanthropy with progressively responsible work experience which has provided the individual with the knowledge, skills, and abilities listed below.
- 1 year experience supervising and mentoring staff and partners.
- A deep understanding of grants management processes and related financial and compliance regulations.
- Understanding of current IRS regulations related and knowledge and application of best practices in grantmaking.

Knowledge, Skills, and Abilities

- Excellent organizational and project management skills, including organizing time wisely, prioritizing workloads, and the ability to manage multiple contractors, technical assistance providers, and staff with separate timelines and needs.
- Takes initiative in problem-solving; ability to handle situations with creativity and diplomacy, works well both independently as well as part of a team, and commits to a relationship building approach to interactions both internally and externally.
- Excellent customer service skills and experience working with a diverse public in a welcoming, helpful and gracious manner.
- Experience in the leadership development of others, mentoring and inspiring staff and building relationships.
- Effective and efficient time management skills - can handle multiple responsibilities simultaneously, prioritize and balance workloads based on the needs of the team, and meet critical deadlines.

- Maintaining confidentiality and protecting sensitive information in accordance with organizational standards.
- Ability to work the hours required for this position, being both punctual and reliable.
- Strong experience with budgeting practices.
- Strong interpersonal, written, and oral communication skills.
- A commitment to operationalizing inclusion, diversity and equity practices.
- Possess a current valid California driver’s license and ability to be covered under HAF’s auto insurance.

Preferred Qualifications

- Over 3 years of progressively responsible work experience in a similar occupation.
- Experience with public funding, governmental grant compliance and oversight.
- Experience in trust-based philanthropy practices and implementation.
- Experience in community foundations.
- Experience in public relations.
- Experience with database programs.

Physical Requirements of Job

Work is performed in office settings. Hand-eye coordination and fine motor skills are necessary to operate computers and various types of office machinery. All of the job functions listed above involve, to a greater or lesser degree, the following physical demands: close vision, clear complete speech, and lifting of up to 10 pounds.

Humboldt Area Foundation+Wild River Community Foundation (HAF+WRCF) is an equal opportunity employer and make employment decisions on the basis of merit and without regard to race, religions creed, color, age, sex, sexual orientation, gender identity, genetic information, national origin, religion, marital status, medical condition, disability, military service, pregnancy, childbirth and related medical conditions, or any other classification protected by federal, state, or local laws or ordinances.

Humboldt Area Foundation+Wild River Community Foundation and our affiliates are committed to diversity throughout our programs, environment, and workforce. It is our mission to “promote and encourage generosity, leadership, and inclusion to strengthen our communities” and our belief that taking active and intentional steps to ensure equal employment opportunity and creating a working environment that is welcoming to all, will foster diversity and promote excellence in our work. To effectively serve a growing diverse population we endeavor to hire and retain staff who are sensitive to and knowledgeable of the needs of the continually changing communities we serve.

Employee’s Signature

Supervisor’s Signature

Date: _____

Date: _____